Master of Science in Enterprise Risk Management

Welcome Packet 2016

JOHNS HOPKINS
CAREY BUSINESS SCHOOL
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Welcome from the Academic Program Director

Dear Master of Enterprise Risk Management Class of 2017:

It is with great excitement and joy that I welcome you to the Johns Hopkins Carey Business School. Your decision to attend this program is an important step in your preparation to becoming leaders in the emerging field of Risk Management. You are now part of a great institution. As the first research university in the United States, the Johns Hopkins University has a long tradition of innovation and impact in diverse fields – from health, life sciences and engineering to the social sciences, policy studies, and performing arts. The Carey Business School aspires to the same culture of excellence in everything that it does.

Businesses and organizations need leaders with the training, skills, confidence, and courage to make informed decisions in a complex and uncertain world. Most managers have some intuitive understanding of risks and uncertainties regarding strategic objectives, but lack the ability to describe risks in a rigorous way. This program is designed to teach you how to quantify risks and manage processes to change or respond to those risks.

The Johns Hopkins University provides a variety of services to students and this packet contains important information for you to review as you prepare to embark on this exciting journey. Our faculty, staff, and fellow students will be happy to help you navigate and access the wide variety of resources available to you.

You will be joining a community of active students that, like you, take great pride in the school’s tagline of teaching business with humanity in mind. To this end, the school offers a rigorous curriculum and culture aimed at transforming business education by reflecting the principles of humanity, compassion, and innovation in every aspect of our programs. Our focus is on producing leaders who understand how business shapes the future and influences behavior across industries, continents, and cultures. As a new student, please take time to familiarize yourself with the important University policies and regulations located in the student handbook.

You have the good fortune of extraordinary support from the leadership of Johns Hopkins University, the Carey Business School, and most importantly, a dedicated team of faculty and staff. We are individually and collectively committed to your success in this program.

Again, welcome to the Johns Hopkins Carey Business School.

Sincerely,

Prof. Chester Chambers
MS Enterprise Risk Management Academic Program Director
Meet the Faculty

Chester Chambers, PhD, Assistant Professor

Chester Chambers, PhD (Operations Management, Duke University) joined the Johns Hopkins Carey Business School in 2009. He is an Assistant Professor in the research track with expertise in the areas of Operations Strategy, Dynamic Programming, and Decision Modeling.

His list of publications includes works in Management Science, Production and Operations Management, IIE Transactions on Operations Engineering, and Decision Sciences. Before joining the Carey Business School, Dr. Chambers served on the editorial board of Manufacturing and Services Operations Management from 2004 to 2005. He was the recipient of Cox Research Fellowship in both 2005 and 2006 as well as the Dunleavy Research Fellowship in 2007 and 2008. Dr. Chambers is also a senior editor for Production and Operations Management.

His teaching interests are: Manufacturing Strategy, Management of Service Operations, Supply Chain Management, Managing Operations in E-Commerce, and Advanced Decision Modeling.

William W. Agresti, PhD, Professor

Bill Agresti is a Professor in the Carey Business School at Johns Hopkins University. He is also on the faculty of the JHU Information Security Institute of the Whiting School of Engineering. His research and professional interests are in software engineering, discovery informatics, and cybersecurity. He held senior technical and management positions at Computer Sciences Corporation, MITRE Corporation, and Noblis, Inc., where he was Director of the Software Engineering and Economic Analysis Center. He was Program Director for Experimental Software Systems Research at the National Science Foundation and led applied research and spacecraft systems development projects at NASA Goddard Space Flight Center. He has a Ph.D. in Computer Science from New York University and is a Certified Information Security Manager (CISM).

His teaching interests include Managing Complex Projects, Cybersecurity, and Information Systems.
Bonnie Robeson, PhD, Senior Lecturer

Bonnie Robeson, PhD (Nutritional Biochemistry, West Virginia University; MA Management, Johns Hopkins University) joined the Johns Hopkins Carey Business School in 1989. She is a Lecturer with expertise in the area of entrepreneurship in biotechnology.


Ozge Sahin, PhD, Associate Professor

Ozge Sahin, PhD (Operations Research, Columbia University), joined the Johns Hopkins University Carey Business School in 2011. She is an Assistant Professor in the research track with expertise in the areas of pricing and revenue management, and supply-chain management.

Her honors and distinctions include: Research position at the IBM Thomas J. Watson Research Center, and Consultant's position at Lucent Technologies. Her teaching interests include: Pricing and Revenue Management and Supply-chain Management.

John Baker, MS, Lecturer

John Baker, Sr., MS (Administrative Science, The Johns Hopkins University) joined the Johns Hopkins Carey Business School in 1999. He is a Lecturer with expertise in the areas of information systems, digital forensics and information security.

His honors and distinctions include: National Digital Forensics Educators Committee; Digital Forensics Education Standards Committee; Maryland InfraGard (past-President); Colloquium for Information Systems Security Education (reviewer).

His teaching interests include: Managing Information Systems; Web Site Design & Information Architecture; Web Principles & Web Page Design; Systems Analysis & Design; Information & Telecommunication Systems Architecture; Principles of E-commerce; Information Technology Integration for Business.
G. Reza Djavanshir (Javanshir), DSc, Associate Professor

Reza Djavanshir, Doctor of Science in Systems Engineering and Engineering Management, joined the Johns Hopkins Carey Business School in 2002. He is an Associate Professor in the practice track with expertise in the areas of Global Sourcing and Supply Chains, Technology Transfer & Strategic Planning, Technology Institutionalization, Auto-poetic Meta-Systems Design, and Systems Integration strategies.

He is the winner of the Johns Hopkins Carey Business School Excellence in Teaching Award (2010) and is a member of the following editorial boards: IEEE Technology & Society (2010-present); IEEE IT Professional (2004-present); Scientific Journal of Administrative Development (2004-present).

His teaching interests include: Strategy Architecture; Advanced Topics in Systems Designs and Integration; Global-sourcing Strategy; Telecommunication Networks and Systems.

Xian Sun, PhD, Assistant Professor

Xian Sun, PhD (Finance, Rensselaer Polytechnic Institute) joined the Johns Hopkins Carey Business School in 2009. She is an Assistant Professor in the research track with expertise in the areas of emerging capital markets, institutional shareholders, and mergers and acquisitions.

Her teaching interests include corporate finance and financial institutions.
Ruxian Wang, PhD, Assistant Professor

Ruxian Wang, PhD (Operations Research, Columbia University), joined the Johns Hopkins Carey Business School in 2013. Before returning to academia, he worked at Hewlett-Packard for several years. He is currently an Assistant Professor in the research track with expertise in the areas of assortment management, pricing, revenue management, and supply chain management.


His teaching interests include: Operations Management and Data Analytics.
The MS in Enterprise Risk Management (ERM) full-time program develops managers and leaders with the knowledge and skills to anticipate and manage risks, while leveraging unique opportunities in chaotic environments. This program is designed to teach how to quantify risks and manage processes to change or respond to those risks. The program also addresses how to lead and manage organizations during periods of dramatic change or crisis. Coursework provides exposure to a variety of areas of risk management and provides tools to integrate the management of a portfolio of risks that an Enterprise will face.

The full-time Master of Science in Enterprise Risk Management is offered at Washington DC campus during the day in an accelerated format. An MS in Enterprise Risk Management provides graduates with the tools and knowledge to:

- Develop a thorough understanding of risk
- Protect shareholder value by managing the downside of risk
- Position the organization to better leverage the upside of uncertain outcomes
- Develop plans to protect reputation, information, financial assets, and personnel
- Improve decision making at all levels of the organization

Program Requirements
The program requires 36 credits. Full-time MS ERM students must complete the program in 3 semesters: fall, spring and summer. Course waivers are not granted in this program.

Curriculum – all courses are 2 credits unless otherwise noted

**Business Foundations (18 credits)**
BU.210.620 Accounting and Financial Reporting
BU.120.601 Business Communication
BU.132.601 Business Law
BU.131.601 Business Leadership and Human Values
BU.231.620 Corporate Finance
BU.520.601 Decision Models
BU.350.620 Information Systems
BU.680.620 Operations Management
BU.510.601 Statistical Analysis

**Functional Core (6 credits)**
BU.510.650 Data Analytics
BU.520.620 Advanced Business Analytics
BU.610.625 Simulation and Strategic Options

**Elective Courses (12 credits)**
Students choose 6 courses from the following:
BU.231.720 Corporate Governance
BU.610.705 Crisis Management
BU.330.730 Cybersecurity
BU.230.750 Financial Crises and Contagion
BU.610.750 Global Supply Chain Management
BU.610.630 Insurance and Risk Management
BU.300.620 Managing Complex Projects
BU.610.730 Supply and Service Contracting
BU.520.701 Special Topics in Risk Management
BU.330.780 Data Science and Business Intelligence
Overview of Orientation Schedule

Orientation Week: August 16-19, 2016
Capital Hilton Hotel
1001 16th St NW, Washington, DC 20036

All new MS Enterprise Risk Management students are required to attend the new student orientation that will take place from August 16 – 19, 2016. The students are advised to plan their arrival accordingly to allow enough time to take care of housing, banking, and other questions before the orientation program starts.

A detailed schedule of orientation events will be given out to all students on August 16, 2016.

Overview of the MS Enterprise Risk Management Program
During the orientation, you will get to meet your professors and your fellow students in the MS Enterprise Risk Management program. The faculty program director will give an overview of the program and discuss themes and topics that will be covered during the fall semester.

Career Development Services Session
The Carey Business School office of Career Development will offer a session on creating a resume, developing a professional plan as well as how to develop a personal brand.

Student Engagement/ Student Development Session
Student Services will provide information on attending various Carey and JHU events; RSVP processes; and social media.

Introduction to Case Method Learning
Teaching & Learning@Carey will deliver an interactive session on Case Method Learning that will prepare you to work through cases at the graduate level.

Faculty Panel Session
Program faculty will deliver an information session where you can hear first-hand of what to expect in upcoming semesters.
# Academic Calendar

## FALL SEMESTER—2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>August 16-19, 2016</td>
<td>Orientation</td>
</tr>
<tr>
<td>Monday, August 22, 2016</td>
<td>Fall I session classes begin</td>
</tr>
<tr>
<td>Tuesday, October 18, 2016</td>
<td>Fall I session classes end</td>
</tr>
<tr>
<td>Wednesday, October 19, 2016</td>
<td>Fall II session classes begin</td>
</tr>
<tr>
<td>November 23-26, 2016</td>
<td>Thanksgiving Holiday—no classes held</td>
</tr>
<tr>
<td>Tuesday, December 20, 2016</td>
<td>End of fall semester</td>
</tr>
</tbody>
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Please do not make any travel plans before the end of the semester

## SPRING SEMESTER—2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, January 16, 2017</td>
<td>Martin Luther King Jr. Holiday—no classes held</td>
</tr>
<tr>
<td>Monday, January 23, 2017</td>
<td>Spring I session classes begin</td>
</tr>
<tr>
<td>Tuesday, March 21, 2017</td>
<td>Spring I session classes end</td>
</tr>
<tr>
<td>Wednesday, March 22, 2017</td>
<td>Spring II sessions begin</td>
</tr>
<tr>
<td>Wednesday, May 17, 2017</td>
<td>End of spring semester</td>
</tr>
</tbody>
</table>

Please do not make any travel plans before the end of the semester

Please note that this is just a highlight of the 2016-2017 Academic Calendar. For a complete Academic Calendar, please visit [http://carey.jhu.edu/students/academic-calendar/](http://carey.jhu.edu/students/academic-calendar/)

The Carey Business School reserves the right to change without notice any programs, policies, or requirements included here.

The Johns Hopkins Carey School of Business  
100 International Drive, Baltimore, MD 21202  
Tel: +1-410-234-9220 or Toll Free (domestic only) 877-88-CAREY  
carey.jhu.edu
Getting Started

**JHED ID**
Your JHED ID and password are required to access various applications and resources within the Johns Hopkins organization. All students are assigned a unique JHED ID number by Johns Hopkins.

Your JHED ID can be searched for here: [https://my.jh.edu/portal/web/jhupub/](https://my.jh.edu/portal/web/jhupub/) in the top right.

Once you know your JHED ID, you are required to create your own password. Please follow these steps to complete your JHED account:

1. Go to the Johns Hopkins Enterprise Directory website ([https://my.johnshopkins.edu](https://my.johnshopkins.edu))
2. Click the "First Time JHED Users Click Here" link in the box on the top left of the page
3. Enter your JHED ID in the First Time Login box
4. Follow the prompts to verify your identity using the last 5 digits of your social security number* and create a password (note the minimum character requirements of 8 characters with 2 alpha and 2 numeric.) Passwords expire after 180 days.

*If you do not have a social security number, a temporary replacement number has been issued to you. To locate your temporary replacement number, please log in to your online application. Go to the Personal Information Section and find the field labeled social security number. You will need the last 5 digits of this number to authenticate the JHED LID. This number is not a US Government issued social security number and is only active within Johns Hopkins University. If you obtain a US Government issued social security number while you are a student, you must submit documentation to the JHU, Carey Business School, Office of the Registrar. 410-234-9250

**JHU E-MAIL**
Johns Hopkins has teamed up with Microsoft to provide Office365 email for Carey students. All students must activate a JHU e-mail account (Office365) in order to register for classes. Both the University and Carey send correspondence such as billing statements and universal announcements to your Office365 account, so it is important for you to activate and monitor this e-mail.

NOTE: If you are an employee at the Johns Hopkins University or Medical Institutions, you should already have an e-mail account established, and will not need to follow the steps outlined below.

Create an Office365 Account:
Your Office 365 email account is accessible through [https://my.johnshopkins.edu](https://my.johnshopkins.edu).
Log into the portal using your JHED ID and password.
You will be prompted to accept the Office 365 Terms of Service. Scroll to bottom to accept.

**J-CARD**
The J-Card is the official identification and access card for students, faculty, and staff of the Homewood divisions of the Johns Hopkins University, including the Johns Hopkins Carey Business School. To obtain information about obtaining a J-Card please email carey.Jcard@jhu.edu. If you misplace or damage your J-Card, a replacement may be purchased for a fee of $20, by check or credit card only.
BLACKBOARD AND ISIS FAQS
The Carey Business School uses the course management tool Blackboard, which provides instructors with the opportunity to integrate technology into the teaching and learning process. Faculty members create and manage their own course websites while having the ability to gauge students’ knowledge and encourage exploration. Enrolled students can access course sites and communicate with instructors and students from a web browser.

Q: Where and how do I login to Blackboard?
A: blackboard.jhu.edu Click “Login using JHU Enterprise Authentication.” Next, you will be prompted for your JHED ID and JHED password (for instructions about your JHED account, please see the JHED information sheet in this section). After your ID and password have been accepted, Blackboard will load and appear on your computer screen.

Q: What is my Blackboard username and password?
A: You will use your JHED ID and JHED password to log onto Blackboard. You will use your JHED ID and password to access your JHU email account, as well.

Q: Do I need to register for courses?
A: Students are responsible for registering for courses before school starts.

Q: Can I see in Blackboard the courses for fall 2016?
A: To see your courses in Blackboard you must do the following:
1. Officially register in ISIS (see below)
2. Allow 24 hours after your registration
3. Know that the professor/instructor for the course is using Blackboard and has made the course available.

Q: I need help with Blackboard. Who should I contact?
A: 24-hour technical help is available at 1-866-669-6138. You will be helped with basic questions about logging onto and navigating within Blackboard.

Q: Where are the materials for my course in Blackboard?
A: Each instructor uses Blackboard differently. Your instructor should, at the minimum, post the syllabus in Blackboard. Please ask your instructor if they will use Blackboard.

LYNDA.COM
The Carey Business School is pleased to offer you complementary access to lynda.com, an online library of instructional videos on a variety of topics, including business and creative skills, and use of latest software tools. Each module is taught by accomplished teachers and recognized industry experts.

lynda.com’s library of instructional videos, please go to http://carey.jhu.edu/lynda and create your account. Once logged in, you can view the “How to use lynda.com” course to learn how to find and access lynda.com tutorials.

MATH TOOLS
The following links may be helpful for students who need a refresher of their quantitative skills:
Khan Academy
https://www.khanacademy.org/

Additional quantitative tutoring resources can be found on our Student Success Center website:
http://carey.jhu.edu/students/student-resources/academic-support/student-success-center/quantitative-tutoring/quantitative-tutoring-resources
**LAPTOP SPECIFICATIONS**
Recommended System (or better):

The Carey Business School requires its students to own a laptop with wireless capability and Microsoft Office installed.

NOTE: Chromebooks and many tablets will NOT meet the minimum requirements for our programs. These include iPads, Android tablets, Windows RT tablets, and all Chromebooks. You should choose a laptop that runs either the full version of Windows (excluding Windows RT), or Mac OSX.

**Hardware Recommendations:**
- Intel Core i5 or higher
- 13” HD display or larger
- Integrated webcam
- 8 GB memory or higher
- 250 GB hard drive or larger (solid state recommended)
- 3 year warranty with accidental damage coverage recommended

Most newer Mac computers will meet all of the hardware specifications listed above. However, there may be Windows-only applications used for specific JHU Carey courses which may not be compatible with a Mac. For those courses, the Mac will need to run Windows. Carey IT may also have a Windows loaner laptop available for use at the different Carey Campuses.

**Software:**
- OS - Windows 10 or higher (English Language Version) or Mac OSX
- Fully Functioning Anti-Virus (Microsoft System Center Endpoint Protection is available free of charge for JHU students, using your JHED login at http://www.it.johnshopkins.edu/antivirus)
- MS Office Pro 2013 or MS Office 365 (MS Office 365 is available free of charge for JHU students for download using your JHED login, at jhu.onthehub.com)

**Webcam and Headset**
Students should be sure their laptop includes an integrated webcam. If your laptop does not have a camera, you can purchase an external USB web cam. You should also purchase a decent headset (including microphone).
Cameras and headsets are needed if you participate in an online course, if a class is held online during a weather-related closing, or if an exam is delivered electronically using a remote proctoring service.

**WEATHER EMERGENCY INFORMATION**
In the event of a weather emergency, please call the Johns Hopkins University weather hotline at 1-800-548-9004 or the Harbor East Campus at (410) 234-9300. If the Center closes or classes are cancelled, the voicemail message will provide that information.
Student organizations enhance the quality of life at the Carey Business School. Each year’s clubs are shaped by the interests of the current students—so if you don’t find what you’re looking for, there is an opportunity to create it! Visit B-Involved, our online platform for student activities and leadership: https://jhucarey.collegiatelink.net/. Clubs are located at the Baltimore campus unless otherwise specified.

**Featured Clubs:**

**Carey Professional Certification Association**
Students who are pursuing their professional certifications learning both how to succeed and about possible future professional careers.

**Entrepreneurship Club**
The Johns Hopkins Carey Business School Entrepreneurship Club is dedicated to nurturing, facilitating, and guiding entrepreneurial ideas from inception to fruition, as well as sharing technical knowledge and industry expertise. All graduate and undergraduate students and alumni may join.

**Equity Analyst Team**
The Equity Analyst Team provides an opportunity for students to gain hands-on experience and put theoretical knowledge into practice. The Equity Analyst Team also encourages interaction among graduate students, faculty and financial institutions through corporate presentations, round table discussions, and business treks.
Greetings from the Career Development Office

Congratulations and welcome to the Johns Hopkins Carey Business School! The Career Development Office is excited that you will be joining our vibrant graduate student community. We hope that your time at Carey will be personally and professionally prosperous, and we want to be actively involved in helping you take charge of your career development and job search.

The Career Development Office’s mission statement is as follows:
We are not a typical career office; we aim to do the following with students, alumni, and employers:

- Inspire potential
- Innovate ideas
- Empower self-discovery
- Expand knowledge
- Connect people
- Celebrate success

We incorporate our mission statement into one-on-one coaching, programming, professional development initiatives, and interactions with employers.

Our office is comprised of three teams: Coaching & Education, Employer Relations, and Global Engagement.

- The Coaching & Education team focuses on candidate preparation, providing personalized assistance in career assessment and exploration, creation of job search documents, interview practice and preparation, and overall professional skill development.
- The Employer Relations team manages Carey relationships with employers throughout all industries and global regions. Employer Relations coordinates industry panel events, employer information sessions, and career fairs, and partners with student groups on networking opportunities.
- The Global Engagement team creates communications, events, and programming central to professionally developing a diverse student population and engages international employers to promote the Carey brand as a source of global talent.

In June, we will provide you with a collection of materials including a resume template, instructions on signing into our job database, and documents to assist with your industry preparation and networking activities. We are thrilled to start the job search journey with you. In the meantime, please do not hesitate to reach out with any questions.

Best,

Katy Montgomery
Associate Dean for Student Development
The Johns Hopkins Carey Business School
100 International Drive
Baltimore, MD 21202-1099
Phone: 410-234-9467 Email: kmontgomery@jhu.edu
Johns Hopkins Carey Business School Honor Code

All Carey students are expected to read and follow the Honor Code. For the most up-to-date version, please visit: http://carey.jhu.edu/students/student-resources/honor-code/honor-code/

The Carey Business School measures success by the way a Carey graduate stands out as an innovative business leader and exemplary citizen. The Carey community believes that honesty, integrity, and community responsibility are qualities inherent in an exemplary citizen. The objective of the Carey Business School Honor Code is to create an environment of trust among all members of the academic community while the qualities associated with success are developed in students.

The Honor Code requires that each student act with honesty and integrity in all academic and co-curricular activities and that each student endeavor to hold his or her peers to the same standard.

Upon witnessing a violation of the Honor Code, a student is expected to inform either the responsible faculty member or the Honor Council of both the violation and the name of the student accused of committing the violation. Each member of the Carey community, as a person of integrity, has a personal obligation to adhere to this requirement. It is only by upholding the Honor Code that members of the entire Carey community can contribute to the School’s ability to maintain its high standards and its reputation.

Violations of this agreement are viewed as serious matters that are subject to disciplinary sanctions imposed by the Honor Council of the Carey Business School, which is composed of a fair representation of part-time and full-time MBA, MS, BS and BBA students and faculty members.

The Honor Code addresses the following topics:

- Academic Honesty
- Code of Conduct
- Policies & Procedures
Health Insurance

Student Health Benefits Plan

All students enrolled in full-time programs (MBA, MS, BBA, and MA/MBA), and all F-1 visa status students are required to maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time program and F-1 students are automatically enrolled in the Student Health Benefit Plan.

Students are billed each fall and spring for the premium on their ISIS Student Account. Coverage for new students begins on the first day of orientation and ends the following summer. Coverage for returning students begins on August 15, 2016 and ends the following summer. No refunds are issued once enrolled in the Student Health Benefits Plan, except in the case of an insured person entering the armed forces of any country.

Students can access their SHBP by logging into ISIS Self-Service. Select the Health Insurance option under the Personal Info tab.

Common FAQs:

Q: How do I get my benefits ID card?
A: Students can print or request an ID card by clicking on the "Print ID Card" link on the "Action" section above. If a student has enrolled a spouse and/or dependent children, the benefits ID card will indicate "Family" coverage. Dependents are not listed individually on the card.

Q: If I have comparable personal health insurance, may I waive out of the JHU plan?
A: Only non-F1 students who have a pre-existing health insurance plan through their employer or family may submit a waiver request ("Actions" section above). You will need your insurance ID card or a copy of your plan to answer waiver criteria questions.

Q: Why are international students on F-1 visas automatically enrolled in the JHU student benefits plan and not eligible to waive?
A: Immigration regulations require that students on these visas have sufficient resources to cover all anticipated expenses in the U.S., including medical care. By automatically enrolling these students, JHU ensures that they have the necessary level of health benefits coverage.

For more information on health insurance, please visit: http://carey.jhu.edu/students/student-resources/student-health-benefits-plan/
MASTER OF SCIENCE IN ENTERPRISE RISK MANAGEMENT

Washington D.C. Campus Information

Carey Business School Washington DC Campus Address
1625 Massachusetts Avenue NW
Washington, D.C. 20036-2213
Tel: 202.588.0597
Fax: 202.588.0589

Access
All students, faculty, and staff must show university identification (J-Card) to the lobby attendant upon entering any of the four JHU buildings on Massachusetts Ave. At 1625 Massachusetts Ave, please show the lobby attendant your J-Card, and once in the Carey space, tap or swipe your J-Card at the front desk. All students must have a J-Card with a photo. If you have a J-Card with no picture, you may be asked to show another photo ID with your J-Card until you obtain a J-Card with a photo.

Hours of Operation DC (Hours are subject to change – students will be notified.)
Monday – Thursday: 7:00am-10:00pm
Friday: 7:00am-5:00pm
Saturday: 8:00am-5:00pm
Please note: All students must vacate the premises 15 minutes prior to closing to allow Operations staff to secure the building.

Carey Business School Building Rules & Regulations
Please adhere to the following while at the Johns Hopkins Carey Business School. Any infractions to these rules and regulations could result in loss of access to the building. Please contact the front desk at 202-588-0597 for any questions or concerns.

- No lingering, congregating, assembling or making of any noise in any common area of the building, on the sidewalks or plaza area.
- Please do not use any other restroom facility in this building other than the 1st floor and 2nd floor restrooms (this pertains to the 1625 Mass Ave building).
- No littering or permitting the emission of any noise or odor into any common area or space occupied by other tenants.
- No Running in the hallways, to avoid injury
- Please conduct self in a professional manner at all times. Please use appropriate behavior etiquette at all times.
- No engaging in any protests or acts of civil disobedience while in this building.
- No consuming of any food or drink in the elevators.
- No smoking inside the building.
- No attaching anything to any common area or entrance doors to the premises.
- No standing or leaning on the second floor railing.
- Do not block access to any common areas, entry ways, and elevator corridors

Classrooms and group study rooms
Not all Carey Business School classes are scheduled in 1625 Mass Ave. building. Your class may be held in one of the following:

- 1619 Massachusetts Ave, SAIS Rome building, example R200
- 1717 Massachusetts Ave, BOB building, example B500
- 1740 Massachusetts Ave, SAIS Nitze building, example N417

Please make sure to check the schedule in ISIS for the location of your class or contact someone from the Carey Operations staff.
Room Scheduling
Group study rooms are available for groups of 2 or more students. Individual students should use the common areas or the library. To make a reservation, access http://groupstudy.johnshopkins.edu, sign in with your JHED ID, and click on “Reservations” on the top menu. You have the option of reserving group study rooms in Washington DC at the Learning Commons located at 1717 Massachusetts Ave. 3rd Floor, or at our Harbor East location on the 2nd and 6th floors.

Once the preferred location is selected, navigate to the date you would like and click in a time block that is aligned with an available room. On the next page you can adjust the start and end time as well as the date. Title your reservation and click create. Your reservation cannot last longer than 3 hours or have a date more than two weeks in advance. Please email carey.groupstudyrooms@jhu.edu if you have any questions or encounter any issues with the system.

Library
The Carey Business School and the School of Arts and Sciences share the Washington Resource Library located at 1717 Massachusetts Ave. In addition to the resources provided you may also utilize this library for study space. There is also a library located in the Nitze building that students may use for study space. Please note the group study rooms at this library are reserved for SAIS students only.

Food & Drink
Vending machines are located in the student lounge area. Filtered water is also available in the kitchen. The Galley Café (located on the lobby level). Please check with the Galley for current hours. Please refrain from eating in the classrooms and discard all trash and recycling properly.

Student Locker Assignments
Lockers are available on a first-come, first-serve basis. Please visit the front desk to complete an application to use a locker for the academic year. Students are encouraged to share lockers with a fellow student. You will be notified via email once your application has been processed. You must use the combination lock supplied by the Operations department. All unidentified locks will be removed at the student's expense. Please note that lockers are subjected to be searched by Johns Hopkins Carey Business School security if warranted at any time.

Lost and found
Lost and found items should be turned in and retrieved at the front desk.

IMMUNIZATION REQUIREMENTS
This information is very important for the students in the Washington DC cohort. In accordance to Washington, D.C., Immunization Law 3-20, students under the age of 26 who attend classes in Washington, D.C., must get vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus/Diphtheria. You will need to submit proof of your immunizations once you register for classes at the Washington DC Center. The immunization form is provided to all students when admitted to the JHU, Carey Business School.

Students who may have already submitted proof of immunizations for another school/program within JHU are required to resubmit the form to the Carey Business School, Office of the Registrar to fulfill the requirement, as these forms are not transferable across schools/programs. An immunization hold will be placed on your account, preventing registration if the completed immunization form is not submitted by the registration period for your second semester at the Carey Business School. The immunization form can be found in the Carey Business School student portal or using this link: http://carey.jhu.edu/uploads/files/Immunization_Form2015.pdf.

Completed immunization forms can be scanned and emailed to the Office of the Registrar carey.registration@jhu.edu or faxed to the Registrar's Office at 410-234-9259.
PARKING & TRANSPORTATION

The center is conveniently located near two Metro stops: Dupont Circle (south exit) on the red line (two blocks away) and Farragut North also on the red line (five blocks away). Please visit http://www.wmata.com for more information. Parking is available at the Colonial Parking garage located underneath 1625 Massachusetts Ave, NW for $19.00 all-day or $7.00 after 4:30pm. Garage hours are Monday-Friday 7:00 am-7:00 pm. Payment is due upon entering the garage and cash is the only acceptable form or payment. We also recommend parking at the Colonial Parking garage located at 1730 Rhode Island Ave. Parking is $10.00 after 4pm. If you would like to explore monthly parking options in the area please visit www.ecolonial.com.

On Saturdays, $5 parking is available at the Penn parking garage located at 1717 Rhode Island Ave. (under St. Matthews Cathedral). The garage is open 6:30am-7:00pm. Metered street parking is also available. You should read all street signs to learn if there are any parking restrictions or cost involved.

Bicycles
Do not lock your bikes on the trees or sign posts around the building. There are two bike racks available, one is on the right hand side of 1625 Massachusetts Ave and the other on level 2C of the Colonial Parking garage. Bike parking in the garage is free. You must enter through the garage entrance. Please do not bring bikes into the building. Failure to store your bike in the appropriate location may result in your bike being removed at your expense.

Security
Please keep your possessions on your person at all times. Carey Business School staff and building personnel are not allowed to store your items.

Washington, D.C.: The City
To learn more about Washington, DC and its neighborhoods, please visit https://washington.org/dc-neighborhoods.

Transportation
There are many different ways to travel into and throughout Washington, DC. The following links and information will help you find the best ways to get around the District. To learn more about getting to/from the DC Center, please go to: http://carey.jhu.edu/students/student-resources/transportation-resources/.

Public Transit
METRO: The Washington Metropolitan Area Transit Authority provides public transit service to the Washington metropolitan area. The Metro is Washington, D.C.’s subway system. The Metro consists of six color-coded lines that provide transport throughout the District of Columbia and into Virginia and Maryland. The lines are connected to each other, and some destinations require a line change. Maps, fares, hours of operation and other useful information are available at each station and online at www.wmata.com. The Metrorail system operates 7 days a week.

MARC: The MARC is a commuter rail system with three lines that serve West Virginia; Frederick, Maryland; Washington, D.C.; Baltimore, and Perryville, Maryland, with stops in between. For more information, schedules, maps, and fares, visit http://mta.maryland.gov or call 410-539-5000.

METROBUS: Metrobus stops have tall red, white and blue signs. The list of stops and departure times is sometimes listed on the sign. The Metrobus system operates 24 hours a day, 7 days a week. Service intervals vary by time of day and day of the week. Consult Metrobus schedules for more information at www.wmata.com or 202.637.7000. Free bus-to-bus transfers and discounted rail-to-bus transfers within a three-hour period are available using SmarTrip.

DC CIRCULATOR: The Circulator is a quick, efficient, low-cost way to travel to popular DC locations. More information is available at www.dccirculator.com.
Bicycle
Capital Bikeshare is the D.C. area’s newest form of public transportation and is a great, inexpensive way to travel around the city. It works much like the bus or the train in that you use the system to get from point A to point B. Pick up a bike at any station and drop it off at another station close to your destination. For more information: http://www.capitalbikeshare.com.

Car Registration
For information on registering a car in Washington, DC http://www.dmv.washingtondc.gov.

Car Sharing
ZipCars are available for rent in Washington, DC. For more information, visit http://www.zipcar.com.

Train
Amtrak train is a national rail system that serves the Washington, D.C. area. The train station in D.C. is the Union Station (WAS) and is accessible to and from the Carey campus by short taxi ride or metro. For more about the train schedule, please visit www.amtrak.com.

Area Airports
Transportation options are available on each airport’s website.

Ronald Reagan Washington National – DCA
http://www.metwashairports.com/reagan/reagan.htm
Phone: 703-572-2700
Washington DC Center: 3 miles NE
Estimated taxi fare: 15.00 USD (one way)
Take a Blue or Yellow line train from Reagan National Airport station and transfer to the Red Line heading toward Shady Grove. Get off at the Dupont Circle station.

Washington, DC/Dulles – IAD
http://www.metwashairports.com/dulles/dulles.htm
Phone: 703-417-8000
Washington DC Center: 20 miles E
Estimated taxi fare: 75.00 USD (one way)
Metrobus 5A travels from Dulles Airport to the L’Enfant Plaza and Rosslyn Metro stops. The schedule can be accessed via http://www.wmata.com/bus/timetables/.

Baltimore/Washington International Thurgood Marshall Airport – BWI
http://www.bwiairport.com/en
Phone: 410-859-7111
Washington DC Center: 20 miles S
Estimated taxi fare: 80.00 USD (one way)
Amtrak and MARC commuter trains run between the BWI Rail Station and the Union Station Metro stop on the Red line.
Housing & Hotel Information

Washington D.C. Campus
Johns Hopkins Carey Business School does not offer on-campus housing for any students. Many resources are available in Washington, D.C. to help you find suitable accommodations. For those interested in living near the Carey Business School’s Washington D.C. Center, many distinct neighborhoods exist. Neighborhoods within a 20-minute walking distance from the Carey Business School include Dupont Circle, Thomas Circle, Logan Circle, Adams Morgan, Foggy Bottom, and West End. To start your search or to learn more about the locations and features of downtown neighborhoods visit [www.dc.about.com/od/washingtondcneighborhoods](http://www.dc.about.com/od/washingtondcneighborhoods). Additionally, the sites listed below offer housing information.

<table>
<thead>
<tr>
<th>Roommate Match Services</th>
<th>Housing &amp; Hotel Information</th>
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<tbody>
<tr>
<td>Hotpads</td>
<td>4WallsinDC</td>
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<tr>
<td>mynewplace</td>
<td>Apartments.com</td>
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<tr>
<td>PadMapper</td>
<td>Apartment Guide</td>
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<tr>
<td>Realtor.com</td>
<td>Apartment Ratings</td>
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<tr>
<td>Urban Igloo</td>
<td>Campus Rent</td>
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<tr>
<td>Washington City Paper</td>
<td>DC Urban Turf</td>
</tr>
<tr>
<td>Zillow</td>
<td>For Rent</td>
</tr>
<tr>
<td>Roommates.com</td>
<td>Move.com</td>
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</tbody>
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The following apartment listing resources are not affiliated in any way with Johns Hopkins University.

<table>
<thead>
<tr>
<th>Hotels near the Carey Business School D.C. Campus</th>
<th>Roommate Match Services</th>
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<tbody>
<tr>
<td><strong>Beacon Hotel &amp; Corporate Quarters</strong></td>
<td>Roommates.com</td>
</tr>
<tr>
<td>1615 Rhode Island Avenue NW</td>
<td>Metro Roommates</td>
</tr>
<tr>
<td>Washington, D.C. 20036 202-296-2100; 800-821-4367</td>
<td>Easy Roommate</td>
</tr>
<tr>
<td><strong>The Dupont Hotel</strong></td>
<td>Sublet.com</td>
</tr>
<tr>
<td>1500 New Hampshire Avenue NW</td>
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<tr>
<td>Washington, D.C. 20036 202-483-6000; 800-423-6953</td>
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<tr>
<td><strong>Carlyle Suites Hotel</strong></td>
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<tr>
<td>1731 New Hampshire Avenue NW</td>
<td></td>
</tr>
<tr>
<td>Washington, D.C. 20005 202-234-3200; 800-964-5377</td>
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<tr>
<td><strong>Holiday Inn Washington-Central</strong></td>
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<tr>
<td>1501 Rhode Island Avenue NW</td>
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<tr>
<td><strong>Best Western Georgetown</strong></td>
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<tr>
<td>1121 New Hampshire Avenue NW</td>
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<tr>
<td>Washington, D.C. 20037 202-331-9421; 800-762-3777</td>
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<tr>
<td><strong>The Churchill Hotel</strong></td>
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<tr>
<td>1914 Connecticut Avenue, NW</td>
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<tr>
<td>Washington, D.C. 20009 202-797-2000</td>
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<tr>
<td><strong>The Madison Hotel</strong></td>
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<tr>
<td>1177 15th Street NW</td>
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<tr>
<td>Washington, D.C. 20005 202-862-1600; 800-424-8577</td>
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<tr>
<td><strong>The Normandy Hotel</strong></td>
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<tr>
<td>2118 Wyoming Avenue NW</td>
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<tr>
<td>Washington, D.C. 20005 202-483-1350; 866-534-6835</td>
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<tr>
<td><strong>Hilton Washington Embassy Row</strong></td>
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<tr>
<td>2015 Massachusetts Avenue NW</td>
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<tr>
<td>Washington, D.C. 20009 202-265-1600</td>
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<tr>
<td><strong>St. Gregory Luxury Hotels &amp; Suites</strong></td>
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<tr>
<td>2033 M Street NW</td>
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<tr>
<td>Washington, D.C. 20036 202-530-3600; 800-829-5034</td>
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<tr>
<td><strong>Red Lion Hotel</strong></td>
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<tr>
<td>1823 L Street NW</td>
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<tr>
<td>Washington, D.C. 20005 202-223-4320; 800-424-2970</td>
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<tr>
<td><strong>Washington Plaza Hotel</strong></td>
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<tr>
<td>10 Thomas Circle NW</td>
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<tr>
<td>Washington, D.C. 20005 202-842-1300; 800-424-1140</td>
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<td>Hotel Name</td>
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<tr>
<td>The Fairfax at Embassy Row</td>
<td>2100 Massachusetts Avenue NW</td>
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<tr>
<td>The Ritz-Carlton</td>
<td>1150 22nd Street NW</td>
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<tr>
<td>Doubletree Hotel</td>
<td>1515 Rhode Island Avenue NW</td>
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<tr>
<td>Donovan House</td>
<td>1155 14th Street NW</td>
</tr>
<tr>
<td>Four Points by Sheraton</td>
<td>1201 K Street NW</td>
</tr>
</tbody>
</table>
As the first semester of your MS Enterprise Risk Management program at the Johns Hopkins Carey Business School approaches, you will need to accomplish many tasks before you arrive either in Washington D.C. or in Baltimore. Please refer to the following checklist to assist you in completing important procedures before you arrive at Carey.

- **JHED ID and JHU email address:** Refer to the ‘Getting Started’ section to find out how to set-up your JHED ID and email. All communication from Carey Business School will be through your Johns Hopkins email.

- **Blackboard:** Explore and learn how blackboard works.

- **ISIS and Registration for fall 2016 courses:** Course registration instructions will be sent to students by mid-July 2016.

- **Housing:** Although the Carey Business School does not provide on-campus housing, many resources are available in Baltimore and Washington D.C. Please see the housing information sheet under the ‘Important Information’ section of the Welcome Packet.

- **Travel documents (Passport, Visa, etc.)**

- **Laptop:** Please see the recommended system specifications as listed on the sheet under First Steps section.

- **Honor Code:** Please make sure you read the Carey Business School honor code as you will be required to acknowledge that you have read the honor code.

- **Immunization:** Required for Washington D.C. Campus students only. However, in order to safeguard the health and well-being of the entire Carey community, we encourage all students to obtain vaccinations for Chicken Pox, Measles, Meningitis, Mumps, Rubella (MMR), and Tetanus/Diphtheria.
Contact Information

MS Enterprise Risk Management
Contact information: careverm@jhu.edu
Emmanuel Opati, Assistant Director of MS Programs · 410-234-9314 · eopati1@jhu.edu
Coordinator: Miriam Dignan · 410-234-9479 · mdignan1@jhu.edu

Student Services
Primary contact information: 410-234-9240 · carey.student@jhu.edu
Director of Student Services: Bobbie Tchopev · 410-234-9245 · bobbie@jhu.edu

International Services
Primary contact information: 667-208-7001 · ois@jhu.edu
Assistant Director: John Lorch · 410-234-9282 · lorch@jhu.edu

Career Development Office
Primary contact information: 410-234-9270 · carey.careerdevelopment@jhu.edu
Director, Coaching and Education: Kathleen Bovard · 410-234-9289 · kbovard1@jhu.edu

Financial Aid
Primary contact information: 410-516-5950 · carey.finaid@jhu.edu
Director: Laura Boesler · 410-516-9262 · lboesler@jhu.edu
Associate Director: Sarah Mariner · 410-516-9261 · smarine5@jhu.edu

Registrar
Primary contact Information: 410-234-9250 · carey.registration@jhu.edu
Registrar: Craig Smith · 410-234-9253 · craig.smith@jhu.edu

Disability Services
Primary contact information: 410-234-9243 · carey.disability@jhu.edu
Administrator: Priscilla Mint · 410-234-9252 · pmint@jhu.edu